

Process and Breakdown of MILSTRIP



SURF REQUISITION SHEET

(reference handout page 1)

MILSTRIP MESSAGE

- R 012356Z FEB 05
- FM COMCOGARD SECTOR SAN JUAN PR
- TO COGARD ENGLOGCEN BALTIMORE MD
- BT
- UNCLAS
- MILSTRIP MESSAGE:
- 1.
AT1/ZNC/S/751001156793/EA/00300/Z76140/4237/8005/R/Z76140/A
/SN/
- PRU/03/027
- BT
- NNNN

MILSTRIP LINE BREAKDOWN

- AT1/ZNC/S/751001156793/EA/00300/Z76140/
4237/8005/R/Z76140/A/SN

DOCUMENT IDENTIFIER CODE

- Provides means for identifying a document as to its intended purpose and use.
- AT1= Follow up (process as requisition if original requisition is not received) For over-seas shipment.

Routing Identifier Code

- Provides means to identify the intended recipient of the document or the activity.
- ZNC= Engineering Logistic Center in Baltimore

Media and Status Code

- Indicates the preference of the ordering office as to recipient of requisition status.
- S= 100% supply status plus 100% shipment status to requisitioner.

Stock Number

- Identifying number for the item of supply being ordered.
- 7510011567936= Presentation folders

Unit of Issue/ Quantity

- Abbreviation describing the standard unit under which an item is ordered and issued.
- EA= Each
- 00300= 300 (On milstrip format quantity is to always entered as a 5 digits).

Document Number

- Z= Coast Guard (Agency for billing/shipping)
- 76140= Sector San Juan (Location for billing/shipping)
- 4237= Calendar Year 04 and the 237th day of the year (aka. Julian Date)
- 8005= Unit assigned Serial Number

Demand Code

- Indicates how often the item is ordered.
- R= Recurring

Supplementary Address

- Provide an additional address location for shipping, billing, or status information
- Z76140
- Z= Coast Guard (Agency)
- 76140= Sector San Juan (Unit/Activity)

Signal Code

- Designates who to ship to and who to bill to.
- A= Ship to requisitioner/
Bill to requisitioner

Fund Code

- Indicates to the supply source that funds are available and provides authority for release of material and subsequent billing.
- SN

Project Code

- Unit assigned code that directs the package to designated area/office. Used for internal purposes.
- PRU= Persru/ Admin

Priority Designator

- Lets the source of supply know the importance/ urgency of need.
- 03- Highest importance possible for land unit while not in state of war.

Required Delivery Date

- Lets source of supply know what day the requisitioner needs the package delivered by.

WEBREQ

- Program/Site used in placing MILSTRIP requisitions
- Reference Page 2 of handout.

Posting in LUFS

- Final step used to appropriate funds.
- Posted as a Document Type 35 in Miscellenous Documents, Under Simplified Acquistions.
- Must be saved as a NON-standard document type.
- Example- 350576140
- Suffix Number is last 3 of serial number